OPNAV Directives (and SECNAV CLASSIFIED) Review and Approved Clearance Process for Signature

Originator/Action Office

- **Drafts directive**

- **Via the Tasker System,** coordinates staffing to obtain chop/comments/concurrences from SMEs/advisors/stakeholders/ etc., to include Legal, Security, etc., as appropriate

- **Incorporates chops/comments and resolves any issues,** completes final draft, prepares directives package and sends the directive to DSCP

- **Accepts changes,** responds to comments, as appropriate, makes any further necessary changes and submits via the tasker to DNS-5 Directives

- **Prepares final directives package and forwards to Flag Staff Office for chain of command review for signature**

- **Upon signature, date directive;** provide OCR PDF, submit to DNS-52 via the tasker and forward hardcopy directives package to DNS-5

DSCP

- **DSCP reviews, make changes as necessary** and submits "ready for signature" draft to "DNS-5 Directives Review" via the tasker for chop

DNS-5

- **DNS-5 coordinates necessary staffing with DNS-51 (forms/reports), DNS-5B (records), DNS-36 (PA/FOIA) and DNS-33 (Organization), as applicable, who respond to the tasker separately**

- **DNS-52 completes directives review**

- **Is the directive ready for signature?**
  - No → **DNS-52 sends directives review to originator/AO**
  - Yes → **DNS-52 finalizes and clears directive for signature.** Uploads FINAL for signature version and approved clearance (OPNAV 5215/9) to the tasker.

- **DNS-52 posts PDF to DONI/DONCI** and files and maintains case file of original directives package